

U.S. MISSION CONAKRY- GUINEA
ANNOUNCEMENT NUMBER: 2016-006

Irvins Hicks/Management Counselor

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: SUPPLY SUPERVISOR, FSN-7*; FP-7*

OPENING DATE: January 26, 2016

CLOSING DATE: February 10, 2016

WORK HOURS: Full-time; 40 hours/week

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Conakry, Guinea is seeking an individual for the position Supply Supervisor

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

A BASIC FUNCTION OF POSITION

Provides daily guidance and support to the supply crew

Responsible for receipt, issuance and storage of all expendable supplies.

Responsible for prompt completing of receiving reports for all items, whether expendable or non-expendable, purchased by Embassy with a Purchase Order. Must ensure that copies of Purchase Orders are on file in receiving clerk office. Must also ensure that all pending purchase orders are properly filed by receiving clerks, that receiving reports are completed in a timely manner and clearly indicate whether the items received constitute a final, partial or complete order. The supply supervisor must also make sure that all non-expendable items are properly and promptly bar-coded and that copies of the receiving reports are sent to the NEPA clerk, the Procurement office and the requesting office.

MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for conducting inventories of the expendable supply room at the Embassy. This should be done at least once a year. Supervisor must also indicate when supply levels reach the re-order point.

Responsible for submitting monthly ICASS counts and ensuring that NEPA and PASS computer databases are up to date.

Responsible for conducting annual inventory of all Embassy office and residential furniture.

Responsible for conducting auctions sales of the disposal property.

Responsible for keeping supply room clean and free of clutter, obstacles, fire hazards or other dangers to personal safety.

to internationally accepted/directed standards for laboratories within the host country.

QUALIFICATION REQUIRED:

1. Completion of Secondary school is required.
2. Two years of progressively more responsible, experience in the supply program of the Embassy or a closely related field and an associated agency.
3. Level III English and French (good working knowledge) reading/speaking/writing is required.
4. Must have a thorough knowledge of Department of State Supply procedures with regulations and GSA catalogue and ordering procedures. Good managerial and supervisory ability to organize, manage and supervise Embassy supply program efficiently. Must be tactful in dealing with Mission personnel relative to household furnishing and equipment.
5. Must have a valid driver's license.
6. Must have computer skills. Typing ability level I (less than 40 wpm).

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of “Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy’s main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy’s main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: February 10, 2016

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department

of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.